

## **RECORD TECHNICIAN I**

**General Statement of Duties:** Under supervision performs complex technical clerical and typing tasks; does related work as required.

**Distinguished Features of the Class:** An employee of this class is responsible for clerical support for the Police Department on a shift basis. The work of this class is distinguished from Clerk Typist by the majority of the time being spent in clerical responsibilities unique to the Police Records Section and in that typing is only incidental to the work.

### **Areas of Accountability:**

1. Provides clerical support and the records keeping functions of the department.
  - Maintains complex files, central records and indices;
  - Operates adding machine, calculator, photo copier, MIRA Code system, memory typewriter and other office machines;
  - Maintains public information center;
  - Records statistical information, prepares daily, monthly, and annual reports, researches, compiles and computes data;
  - Collects fees and issues receipts for reports, fingerprint cards, tow-ins, etc., and processes past due billings;
  - Actively assists in the training of new personnel;
  - Receives, prepares and files requisition forms, purchase orders, invoices, and departmental reports.
2. Receives and files reports.
  - Disseminates reports and mail to proper personnel, section or division;
  - Takes reports over PBX and at the public counter;
  - Assists insurance agencies and other police agencies in research and dissemination of reports according to department policy;
  - Processes and files warrants;
  - Processes NCIC entries and cancellations.
3. Provides assistance at the information counter.
  - Assists the general public through referrals;
  - Acts as general information source for the entire department;
  - Serves as receptionist directly assisting public, directing visitors, and callers to proper person or department.
4. Maintains security and confidentiality of all reports, records, and investigative matter under his/her care and control not subject to public disclosure.

5. Monitors communications radio channel, searches and disseminates requested records information.
6. Performs other duties which may be required by department policy, employee's supervisor or department head.

**REQUIRED KNOWLEDGES, SKILLS AND ABILITIES:** Good knowledge of modern office practices and procedures, business English, and arithmetic; knowledge of simple bookkeeping, and accounting principles; ability to operate a typewriter for completing forms, ability to work independently; ability to make mathematical computations; ability to effectively communicate both orally and in writing with the public, other agencies, and staff; ability to learn specialized police operations; availability for evening and night shifts; strong organizational abilities; accuracy.

**ACCEPTABLE EXPERIENCE AND TRAINING:** Prefer completion of a standard high school course with one year's experience in general clerical work or any combination of experience and training which provides the required knowledge, skills, and abilities.

- Good Moral Character - A person of good moral character is one who has not been convicted of any felony involving moral turpitude as an adult;
- Has not been a habitual violator of State laws or City ordinances where such violations have brought numerous police contacts with this agency;
- A juvenile who has not had two or more felony convictions and/or has been committed to a juvenile institution or State reformatory; (Exception: If a minor has not served time in a juvenile institution and has not been convicted of a felony for the past two years, the Chief of Police may determine that person(s) to be of good moral character.)
- Moral Turpitude - For the purpose of this policy, moral turpitude shall be a characteristic to be inferred from any act of dishonesty, corruption or immorality.